

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

OLC  
7D35

EXTENSION

6136

NO.

DATE

17 July 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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This is the latest draft by OMB providing alternate language to H. R. 12206, the Koch bill, which grants an individual access to records concerning him maintained by the Government. Note the Agency exemption in section (f)(2) on page 11.

We would appreciate your comments by c. o. b. 18 July in view of short deadline.

STATINTL

Assistant Legislative Counsel

cc: OGC  
ISAS/DDM&S  
D/CRS  
DDM&S (info)

*Letter this week  
first*

Approved For Release 2002/01/02 : CIA-RDP76M00527R000700140067-6

July 15, 1974

LEGISLATIVE REFERRAL MEMORANDUM

To: Legislative Liaison Officer  
(See attached list.)

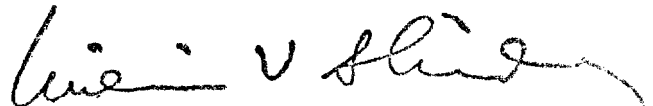
Subject: Draft privacy legislation

Attached is the latest draft of a privacy bill prepared by the staff of the House Subcommittee on Foreign Operations and Government Information. This draft differs in many respects from the draft alternative language which was developed in coordination with staff of the Domestic Council Committee on the Right of Privacy and submitted to the Subcommittee on June 19.

The Office of Management and Budget would appreciate receiving the views of your agency on the above subject before advising on its relationship to the program of the President, in accordance with OMB Circular A-19.

- ( ) To permit expeditious handling, it is requested that your reply be made within 30 days.
- (X ) Special circumstances require priority treatment and accordingly your views are requested by July 22 since the Subcommittee staff hopes to complete and report a bill to the full Government Operations Committee by the end of the month.

Questions should be referred to William V. Skidmore (395-4870) or to Franklin S. Reeder (395-4814).

  
William V. Skidmore for  
Assistant Director for  
Legislative Reference

Attachment

DISTRIBUTION

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[DISCUSSION DRAFT]  
July 12, 1974

*another draft?*  
*same date?*

93d Congress  
2d Session

A B I L L

To amend title 5, United States Code, to safeguard individual privacy from the misuse of Federal records and to provide that individuals be granted access to records concerning them which are maintained by Federal agencies.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Congress finds that--

(1) the privacy of an individual is directly affected by the extensive collection, maintenance, use, and dissemination of personal information by Federal agencies;

(2) the increasing use of computers and sophisticated information technology has greatly magnified the harm that can occur from any collection, maintenance, use, and dissemination of personal information;

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(3) the opportunities for an individual to secure employment, insurance, and credit, and his right to due process, and other legal protections are endangered by certain information systems;

(4) the right to privacy is a personal and fundamental right granted and secured by the Constitution of the United States; and

(5) in order to insure the security of certain information systems, and to protect the privacy of individuals named in such systems, it is necessary and proper for the Congress to regulate the collection, maintenance, use, and dissemination by Federal agencies of certain information.

(b) The purpose of this Act is to provide certain safeguards for an individual against an invasion of personal privacy by requiring each Federal agency to--

(1) permit an individual to determine what records pertaining to him are collected, maintained, used, and disseminated by each such agency;

(2) permit an individual to prevent records pertaining to him obtained by each such agency for a particular purpose from being used or made available for another purpose without his consent;

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(3) permit an individual to gain access to certain Federal agency records pertaining to him, to have a copy made of all or any portion thereof, and to correct or amend such records pertaining to him;

(4) collect, maintain, use, or disseminate any record of identifiable personal information in a manner that assures that such action is for a necessary and lawful purpose, that the information is current and accurate for its intended use, and that adequate safeguards are provided to prevent misuse of such information; and

(5) permit deviations from the requirements with respect to records provided in this Act in cases where there is an important public policy need for such deviation or such deviation is permitted pursuant to specific statutory authority.

In order to assure the rights of each individual under this Act, each such individual may pursue civil relief in the Federal courts for any damages which occur as a result of willful or negligent action by any Federal agency which violates his rights under this Act.

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Sec. 2. Title 5, United States Code, is amended by  
adding after section 552 the following new section:

"§552a. Records maintained on individuals.

"(a) For purposes of this section--

"(1) the term 'agency' means agency as defined  
in section 552(e) of this title;

"(2) the term 'individual' means a citizen of the  
United States or an alien lawfully admitted for permanent  
residence;

"(3) the term 'maintain' includes maintain, col-  
lect, use, or disseminate;

"(4) the term 'record' means any information about  
an individual that is maintained by an agency or by a  
contractor or grantee of the Federal Government under the  
terms of a Government contract or grant where such in-  
formation is maintained for use by the Federal Govern-  
ment;

"(5) the term 'system of records' means a group  
of any records under the control of any agency from  
which information could be retrieved by the name of the  
individual or by some identifying number or symbol  
assigned to each such individual; and

"(6) the term 'statistical reporting or research  
record' means a record in a system of records main-  
tained for statistical purposes only and not used in  
making any determination about an identifiable indi-  
vidual, except as provided by section 8 of title 13,  
United States Code.

"(b) Each agency that maintains a system of records shall--

"(1) publish in the Federal Register at least once each calendar year a notice of the existence and character of each such system of records, which notice shall include--

"(A) the name and location of each such system;

"(B) the categories and approximate number of individuals on whom records are maintained in such system;

"(C) the categories of records maintained in such system;

"(D) the policies and practices of the agency regarding storage, retrievability, retention, or disposal of the records;

"(E) the title and business address of the agency official who is responsible for the system of records; and



"(F) the agency procedures whereby an individual can be notified if the system of records contains a record pertaining to him, can gain access to such record, and can contest its content; and

"(2) maintain procedures whereby an individual from whom information pertaining to him is requested is apprised of the purposes for which such information will be used.

"(c) No agency shall disseminate any record to any person not employed by such agency, or to another agency, except--

"(1) pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains;

"(2) when expressly required pursuant to section 552(a) of title 5, United States Code, or by any other Federal statute;;

"(3) for a use described in any rule promulgated pursuant to subsection (h)(2);

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"(4) to another agency for the purpose of a law enforcement activity if such activity is authorized by Federal statute, and if the head of such agency has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record, or portion thereof, is sought;

"(5) to the Bureau of the Census for purposes of planning or carrying out a census or survey pursuant to the provisions of title 13, United States Code;

"(6) where the agency determines that the recipient of such record has provided advance adequate written assurance that the record, or any portion thereof, will be used solely as a statistical reporting or research record, and is in a form that is not individually identifiable; or

"(7) pursuant to a documented showing of compelling circumstances affecting the health, safety, or identification of an individual, if upon such disclosure notification is transmitted to the last known address of such individual.

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"(d) Except as provided in subsections (f) and (g), each agency, with respect to each system of records under their control, shall--

"(1) maintain an accurate accounting of--

"(A) the date, nature, and purpose of each dissemination of a record, or any portion thereof, made to any person outside the agency or to another agency; and

"(B) the name and address of the person or agency to whom such dissemination is made;

"(2) retain the accounting made pursuant to paragraph (1) for at least two years after the dissemination for which such accounting is made;

*on the record issue should be resolved* (X) "(3) not disclose any record, or portion thereof, to any officer or employee of the agency, except to any officer or employee who has a need for such record in the performance of his duties within the agency, except in the case of records which by Federal statute or regulations issued thereunder are open to public inspection; and

*d5 stricken don't attack label as g-bad* (5) "(4) not maintain any record concerning the political or religious belief, affiliation, or activity of any individual, unless expressly authorized by statute or the individual about whom the record pertains. *no nothing approved*

"(e) Each agency shall--

"(1) upon request by any individual permit such individual to gain access to any record pertaining to him contained in any system of records under the agency's control, and to have a copy made of any portion thereof;

"(2) permit such individual to request amendment of a record pertaining to him and either--

"(A) make any correction of any portion thereof which the individual believes is not accurate, relevant, timely, or complete; or

"(B) promptly inform such individual of its refusal to amend such record in accordance with his request, the reason for such refusal, the procedures established by the agency for the individual to request a review by the agency of that refusal, and the name and business address of the official within the agency to whom the request for review may be taken;

"(3) permit any such individual, who disagrees with the agency's refusal to amend his record, to request review under paragraph (2)(B) by the official named under such paragraph; and, if after such review, that official also refuses to amend his record in accordance with his request, permit the individual to file with the agency a concise statement setting forth the reasons for his disagreement;

"(4) in any disclosure relevant to such individual's disagreement occurring after the filing of the statement under paragraph (3), clearly note any portion of such record which is disputed and provide copies of such statement and, if the agency deems it appropriate, copies of a concise statement of the agency's reasons for not making the amendments requested to persons or other agencies to whom the disputed record has been disclosed; and

"(5) inform any person or other agency about any correction made by the agency of any record that has been disclosed to such person or agency within two years preceding the making of such correction of the individual's record, except that this paragraph shall not apply to any record, or any portion thereof, that was disclosed prior to the effective date of this section and for which there is no accounting of such disclosure.

(1)(A-E) (4) and (5)  
"(f) Except as provided in subsections (b) and (d) (B),  
the provisions of this section shall not apply to any system  
of records--

"(1) maintained by any agency to the extent  
that the President determines in writing that the  
disclosure of the existence of that system of records  
would cause serious damage to the national defense  
or foreign policy;

"(2) maintained by the Central Intelligence  
Agency; or

"(3) maintained by any agency which performs as  
its principal function a law enforcement activity and  
uses any such system of records to perform such law  
enforcement activity.

---"(g) The head of any agency may, following a written  
determination setting forth his reasons and publication of  
notice of such determination in the Federal Register, exempt  
any record, or any portion thereof, from any part of subsec-  
tion (b)(1)(F) or (H), (b)(2), (c), (d)(1) or (2), or (e) if  
such record, or any portion thereof, is--

"(1) subject to the provisions of section 552(b)(1)  
of this title;

"(2) maintained in connection with providing pro-  
tective services to the President of the United States  
or other individuals pursuant to section 3056 of title 18,  
United States Code.

"(3) investigatory material compiled or used for the purpose of determining initial or continuing eligibility or qualification for Federal employment, military service, Federal contracts, or access to classified information; \*

"(4) material used for appointment, employment, or promotion in the Federal service which could adversely affect the objectivity of the appointment, employment, or promotion process; or

"(5) authorized by statute to be maintained and used solely as statistical reporting or research records.

"(h) In order to carry out the provisions of this section, each agency shall promulgate rules in accordance with the requirements, including that of general notice, of section 553 of this title. Such rules--

"(1) shall define reasonable times, places, and requirements for identifying individuals (who request records pertaining to themselves) before the agency shall make such records available to such individuals;

"(2) shall provide a description of each routine purpose for which records pertaining to identifiable individuals is used or intended to be used, including the categories of users of any such record for each such purpose;

"(3) shall establish procedures for reviewing requests from individuals concerning the amendment of records pertaining to such individuals, for making a determination on such requests, for appeals within the agency of initial adverse agency determinations, and for whatever additional means the head of the agency may deem necessary that each individual may exercise fully his rights under this section;

"(4) shall provide that any record which is used by the agency in making any determination about any individual is maintained with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness to the individual in such determination;

"(5) shall establish procedures for the disclosure to an individual upon his request of medical records pertaining to him, including psychological records; and

"(6) may establish fees to be charged to individuals for making copies of their records, or any portion thereof, excluding the cost of review or of any search for such records.



["(1)(1) Any agency record transferred to the Administrator of General Services for storage, processing, and servicing pursuant to section 3103 of title 44, United States Code, on or after the date of enactment of this section shall, for the purpose of this section, be considered to be under the control of the agency which transferred the records and shall be subject to the provisions of this section. The Administrator of General Services shall not disclose any such record, or any portion thereof, except to the agency which transferred the record, or pursuant to rules established by such agency which are not inconsistent with the provisions of this section.

"(2) Any agency record transferred to the Administrator of General Services pursuant to section 3103 of title 44, United States Code, prior to the date of enactment of this section shall not be subject to the provisions of this section until such record, or any portion thereof, is requested to be disclosed. At the time of such request, the record, or any portion thereof, shall be subject to the provisions of this section and shall be considered to be under the control of the agency which transferred the records.

"(3) Any agency record which has been in existence less than 75 years and which has been or is accepted by the Administrator of General Services for deposit with the National Archives of the United States pursuant to section 2103 of title 44, United States Code, shall be subject to the provisions of this section and shall for the purposes of this section be considered to be under the control of the Administrator of General Services pursuant to the provisions of section 2103 of title 44, United States Code.

"(4) Any agency record which has been in existence at least 75 years and which has been or is accepted by the Administrator of General Services for deposit with the National Archives of the United States pursuant to section 2103 of title 44, United States Code, shall not be subject to the provisions of this section. Any agency record which has not been in existence for at least 75 years and has been or is accepted by the Administrator of General Services for deposit with the National Archives pursuant to section 2103 of title 44, United States Code, shall, for purposes of this section, be considered to be under the control of the Archivist of the United States.]

"(j)(1) Whenever any agency (A) refuses to comply with an individual request under subsection (e)(1) of this section, (B) fails to maintain any record concerning any individual with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any determination relating to such individual's qualifications, character, rights, opportunities, or benefits that may be made on the basis of such records, or (C) fails to comply with any other provision of this section which may have an adverse effect on an individual, such individual may bring a civil action against such agency, and the district courts of the United States shall have jurisdiction in such matters pursuant to the provisions of this subsection.

"(2)(A) In any suit brought pursuant to the provisions of subsection (j)(1)(A), the court may enjoin the agency from withholding the records and to order the production to the complainant of any agency records improperly withheld from him. In such a case the court shall determine the matter de novo, and may examine the contents of any agency records in camera to determine whether such records or any portion thereof may be withheld under any of the exemptions set forth in subsection (g) of this section, and the burden is on the agency to sustain its action.

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"(B) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this paragraph in which the complainant has substantially prevailed.

"(3) In any suit brought pursuant to the provisions of subsection (j)(1) in which the court determines--

"(A) that the agency's refusal or failure has been willful, the agency shall be liable to the individual in an amount equal to the sum of--

"(i) actual damages sustained by the individual as a result of such refusal or failure;

"(ii) punitive damages allowed by the court; and

"(iii) the costs of the action together with reasonable attorney's fees as determined by the court; or

"(B) that the agency's refusal or failure has been negligent, the agency shall be liable to the individual in an amount equal to the sum of--

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"(i) any actual damages sustained by the individual as a result of such refusal or failure; and

"(ii) the costs of the action together with reasonable attorney's fees as determined by the court.

"(4) An action to enforce any liability created under this section may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the agency records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where an agency has materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to the establishment of the agency's liability to that individual under this section, the action may be brought at any time within two years after discovery by the individual of the misrepresentation.

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"(k)(1) Any officer or employee of the United States, who by virtue of his employment or official position, has possession of, or access to agency record which contains identifiable material, the disclosure of which is prohibited by this section, or by rules or regulations established pursuant thereto, and who knowing that disclosure of such specific material is prohibited by this section, willfully discloses such material in any manner to any person or agency not entitled to receive it, shall be fined not more than \$5,000.

"(2) Any person who knowingly and willfully maintains any record in violation of the provisions of this Act, shall be fined not more than \$5,000.

"Annual Report

"(f) The President shall submit to the Speaker of the House and the President of the Senate, by June 30 of each calendar year, a consolidated report, separately listing for each Federal agency the number of records contained in any system of records which were exempted from the application of this section pursuant to the provisions of subsections (f) and (g) of this section during the preceding calendar year, and the reasons for such exemptions, and such other information as indicates efforts to administer fully this section.

"(m) For the purposes of subsections (c)(1), (e), or (j) of this section, the legal guardian of any individual, who has been declared to be incompetent due to physical or mental incapacity, or age, by a State court of competent jurisdiction, may act on behalf of such individual."

Sec. 3. The chapter analysis of chapter 5 of title 5, United States Code, is amended by inserting:

"552a. Records about individuals."

immediately below:

"552. Public information; agency rules, opinions, orders, records, and proceedings."

Sec. 4. The amendments made by this Act shall become effective on the one-hundred eightieth day following the date of enactment of this Act, except that the amendments made with respect to section 552(a)(h) of title 5, United States Code, shall become effective on the date of enactment of this Act.

CONFIDENTIAL

Journal - Office of Legislative Counsel  
Monday - 15 July 1974

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CIA INTERNAL USE ONLY

4. (Unclassified - LLM) Called Jim Oliver, International Division, OMB, and alerted him to the upcoming briefing of Senators Moss and Goldwater on the classified satellite reconnaissance photography. I emphasized to Oliver that we would not be making any presentation on the civil uses of same and he said he understood. I explained this briefing was at the initiative of Wilkey Donelson, OMB, in connection with Director Ash's upcoming briefing of the Senate Committee on Aeronautical and Space Sciences.

I also advised Oliver that hearings on the Nedzi bill, H.R. 15845, amending the National Security Act of 1947 is presently scheduled to commence 22 July in open session.

HR 12206  
5. (Unclassified - RW) The office of Frank Reeder, OMB, called and advised they have a draft staff bill on privacy on which they would like our comments. Arrangements will be made to pick this up tomorrow in room 9002, New Executive Office Building.

25X1A 6. (Unclassified - GLC) Accompanied the Director, [REDACTED], 25X1A [REDACTED] and several NIO's to a briefing of the Intelligence Subcommittee of House Armed Services. [REDACTED] provided a current intelligence briefing 25X1A and the Director and other Agency participants briefed the Subcommittee on the considerations behind the Director's decision to abolish the Board of National Estimates and establish the NIOs. See Memo for Record.

25X1A 7. (Unclassified - GLC) Accompanied the Director, John Warner and [REDACTED] to a meeting with the Intelligence Operations Subcommittee of Senate Appropriations Committee. The Director responded to the Chairman's request for his comments on Senator Proxmire's letter of 1 July 1974 to the Chairman on the subject of the proposed legislation on Intelligence Sources and Methods, and [REDACTED] provided a current intelligence briefing. See Memo for Record.

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HR 16373  
no

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

OLC 74-1458

10 JUL 1974

Mr. William G. Phillips, Staff Director  
Subcommittee on Foreign Operations  
and Government Information  
Committee on Government Operations  
House of Representatives  
Washington, D. C. 20515

Dear Mr. Phillips:

In accordance with your request, the following procedures concerning access by employees to their official personnel files have recently been established by the Director.

Upon request, any employee may have his official personnel folder made available to him for his review. The employee may take notes and be given the opportunity to correct erroneous information. This includes review of all performance ratings and other personnel evaluations.

Sincerely,

SIGNED

George L. Cary  
Legislative Counsel

Distribution:

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